

California University of Pennsylvania
Guidelines for New Course Proposals
University Course Syllabus
Approved: 10/19/12

Department of Justice, Law and Society

A. Protocol

Course Name: Research Laboratory in Physical Anthropology
Course Number: ANT 340
Credits: 3 credits
Prerequisites: ANT 100, ANT 245, and ANT 254; MAT 215 or 225 or PSY 220; or
permission of instructor
Maximum Class Size: 30

B. Objectives of the Course:

Upon successful completion of the course the student will be able to:

1. Demonstrate the ability to accurately sort a set of data such as biological, skeletal, or dental specimens into categories for further analysis.
2. Demonstrate the ability to recognize and accurately measure and record the major characteristics of skeletal, biological or dental specimens using standard nomenclature.
3. Demonstrate the ability to develop a hypothesis and then test it using a set of data either collected by the student or provided by the instructor.
4. Demonstrate the usage of basic descriptive statistics to characterize variation within a set of data.
5. Report the results of research accurately and clearly using representations such as tables, graphs, and illustrations.

C. Catalog Description:

This course will provide the student practical, hands-on experience in the cleaning/conservation, cataloguing process, basic analysis (classification and description) of specimens commonly used in physical anthropology, and how to report the results of laboratory analysis. It shows also how analysis and theory are inescapably linked. Hands-on projects use skeletal elements, dental, biological, and paleontological specimens. Students will apply the scientific method in their analysis of data and will report the results in a professional manner within the classroom.

D. Outline of the Course:

- I. Introduction to the purpose of the course.
- II. Data analysis and the role of archaeological theory and hypothesis testing
- III. Research design, hypothesis and sampling
- IV. Measurement scales used in the analysis of physical remains
- V. Basic descriptive statistics
- VI. Report preparation and presentation
- VII. Completion of a course research report and its presentation

E. Teaching Methodology (**face to face or classroom**)

A variety of teaching methodologies may be used in teaching this course. They include, but are not limited to: lectures, PowerPoint images, assigned readings, case studies, multi-media presentations, group discussions, and guest speakers. Emphasis will be placed on engaging the learner for involvement and active participation in the learning process.

F. Text

The text(s) will vary depending on the instructor and research focus chosen for that term.

A sample text includes:

Blau, S and Ubelaker, D (eds). 2009. Handbook of Forensic Anthropology and Archaeology. Walnut Creek, CA; Left Coast Press.

Stanford, C, Allen, JS and Anton, SC. 2007. Exploring Biological Anthropology: The Essentials. Upper Saddle, NJ: Pearson.

G. Assessment Activities (**face to face or classroom**). Individual instructors may customize different activities.

1. Performance assessment tasks
2. Weekly assignments and reports
3. Exams and/or quizzes
4. Individual/Group projects
5. Case studies
6. Research Reports
7. Article/Book Critiques

H. Accommodations for Students with Disabilities:

Accommodations for Students with Disabilities

Students with disabilities:

- Reserve the right to decide when to self-identify and when to request accommodations.
- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.
- Might be required to communicate with faculty for accommodations which specifically involve the faculty.
- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Contact Information:

- Location: Azorsky Hall – Room 105
- Phone: (724) 938-5781
- Fax: (724) 938-4599

• Email: osdmail@calu.edu
Web Site: http://sai.calu.edu/osd

- I. Supportive Instructional Materials, e.g. library materials, web sites, etc.
The Anthropology Lab in Frich 203 has actual skeletal material and casts and metric aids for skeletal analysis.

The Manderino Library has a strong assortment of forensic anthropology, osteology and related biological anthropology resources, in the format of books, ebooks, journals, and electronic journal access. The following is just a sample of some of the resources available:

Cal U Library Subject Page for Anthropology: <http://library.calu.edu/anthropology>
Includes links for Anthropology-related article index search tools, such as AnthroSource, SocINDEX, and OneSearch, as well as links to specific (and general) Anthropology journals.

Cal U Library Subject Page for Forensic Sciences:
<http://library.calu.edu/content.php?pid=403748&sid=3305356>
Includes links for forensic-science related article index search tools, and links to full-text electronic journals, such as the *Journal of Forensic Sciences*, and links to index searches for the *American Journal of Physical Anthropology*. It also has easy access to ebooks owned by the university related to forensic anthropology and related osteological texts.

- Baker, Brenda, Dupras, Tosha, and Tocheri, Matthew. 2005. *The Osteology of Infants and Children*. Texas A&M University Press.
- Blau, S and Ubelaker, D (eds). 2009. *Handbook of Forensic Anthropology and Archaeology*. Walnut Creek, CA; Left Coast Press.
- Cox, M and Mays, S. 2000. *Human Osteology in Archaeology and Forensic Science*. London; Greenwich Medical Media.
- Reichs, K (ed). 1998. *Forensic Osteology: Advances in the Identification of Human Remains*. Springfield, IL; CC Thomas.
- Shaefer, M, Black S, Scheuer, L. 2009. *Juevenile Osteology: A Laboratory and Field Manual*. London; Academic Press.
- Shipman, Patricia and Alan Walker. 1985. *Human Skeleton*. Cambridge, MA; Harvard University Press.
- Swartz, Jeffrey H. 1998. *What the Bones Tell Us*. Tucson, AZ; University of Arizona Press.
- Ubelaker, DH. 1978. *Human Skeletal Remains: Excavation, Analysis, Interpretation*. Washington, DC; Taraxacum.
- White, T, Black, M, Folkens, P. 2012. *Human Osteology*. San Diego, CA; Academic Press.

Additional Information for Course Proposals

- J. Proposed Instructors:
Faculty within the Department of Justice, Law (or Society or the Department of Biological and Environmental Sciences, if needed) with the appropriate background in Biological Anthropology may teach this course.
- K. Rationale for the Course:
This course is designed to provide students with a hands-on methods course, which will help to teach the basic skills in the identification, analysis, and reporting of osteological, biological, dental, paleopathological, and nonhuman primate specimens. Such a course does not exist and the proposed lab methods course is vital to helping student develop practical skills needed within the field of physical anthropology.
- L. Specialized Equipment or Supplies Needed:
No specialized equipment or supplies is needed. The Anthropology Lab in Frich 203 is equipped with skeletal material and tools required.
- M. Answer the following questions using complete sentences:
1. Does the course require additional human resources?
No additional human resources are required.
 2. Does the course require additional physical resources?
No additional physical resources are required.
 3. Does the course change the requirements in any particular major?
This course is a requirement for Anthropology majors (Forensic concentration).
 3. Is the course replace an existing course?
This course does not replace an existing course.
 4. How often will the course be taught?
This course will be taught every third semester.
 5. Does the course duplicate an existing course in another Department or College?
This course will not duplicate an existing course in another Department or College.
 6. What is the recommended maximum class size for this course?
It is recommended that no more than 25 student may enroll in this class.
- N. If the proposed course includes substantial material that is traditionally taught in another discipline, you must request a statement of support from the department chair that houses that discipline.
This course is taught within the Anthropology discipline.
- O. Please identify if you are proposing to have this course considered as a menu course for General Education. If yes, justify and demonstrate the reasons based on the categories for General Education. The General Education Committee must consider and approve the course proposal before consideration by the UCC.
This course will not be considered as a General Education menu course at this time.

P. Provide Approval Form (electronically).

Additional Guidelines

The following are additional guidelines that you must follow which will expedite your course proposal. Failure to follow these guidelines will result in the return of the proposal to the department.

1. Be sure that your proposal is in the correct format (Guidelines for New Course Proposals) and that all questions have been completely answered.
2. Be sure that you have completed and attached the Application to Establish a New Course form and/or the Advisement Sheet Revision form and that the **appropriate signatures** have been affixed. Please send through the process electronically (the preferred method) or by paper. No items will be placed on the agenda until the Chair of the UCC is in possession of these forms.
3. Be sure that you include an updated advisement sheet for any course that is being required by the department or is classified as a restricted elective. In addition, you must include an electronic copy (MS Word or PDF) of the current advisement sheet(s) with your proposal. Be certain that all advisement sheets affected by the proposed course change be included with your proposal.
4. When submitting materials for consideration by the Curriculum Committee, you must provide an electronic copy of each item to be reviewed to the Chairperson.
5. All completed items must be in the hands of the Chairperson of the Curriculum Committee a minimum of one week prior to the next regularly scheduled meeting.
6. Any department requesting a course name change, number change, prefix changes, credit changes, etc. must submit this request on the Application to Establish a New Course Form and submit electronically.
7. New advisement sheets, major proposals, minors, or changes to advisement sheets will become effective the fall semester following committee approval. **The advisement sheets must also include the committee approval date and the effective date on the advisement page.** Submit this request on the Advisement and /or Program Changes form.
8. New courses will become effective the semester following committee approval.
9. Any references listed must be in the appropriate bibliographic format for the discipline.
10. Online courses must follow the Quality Matters™ rubric and is posted on the UCC website. Be sure that you include the online teaching methodology statement (refer E.2 above) that refers to the Quality Matters™ rubric.
11. All course objectives must follow Bloom's Taxonomy learning domains located on the UCC website.